

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 066 MARINE CORPS OFFICER AND ENLISTED PROMOTION PROCESS
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- 066 01 OFFICER
- 066 01 001 Are the command's administrative personnel familiar with procedures for delaying an officer's promotion?
Reference
MCO P1400.31C W/CH1, PAR 5004
- 066 01 002 Are the command's administrative personnel familiar with the procedures to frock an officer?
Reference
MCO P1400.31C W/CH1, PAR 6008
- 066 02 ENLISTED
- 066 02 001 Does the command ensure promotion warrants are properly prepared?
Reference
MCO P1400.32D W/CH2, PAR 5103, FIG 5-1 - 5-11
- 066 02 002 Are the command's administrative personnel familiar with procedures for undelivered staff non-commissioned officer's promotion?
Reference
MCO P1400.32D W/CH2, PAR 5200
- 066 02 003 Is the command aware that time in grade and time in service for composite score purposes are computed to the end of the promotion quarter for Corporal and Sergeant promotions?
Reference
MCO P1400.32D W/CH2, PAR 2201.1-4 AND 2202
- 066 02 004 Does the command ensure training data entered and corrective action taken to correct missing or zeroed out composite scores are done in a timely manner?
Reference
MCO P1400.32D W/CH2, PAR 2501, 2603 AND 2604; PRIUM, PAR 70606 AND 70608

- 066 02 005 Upon corrective action, does the command ensure re- computation of composite score (and if applicable, remedial selection) are reported in a timely manner?
Reference
MCO P1400.32D W/CH2, PAR 2603 AND 2604; PRIUM, PAR 70608
- 066 02 006 Does the command ensure when a Marine is promoted to Corporal and Sergeant they are assigned promotion conduct and duty proficiency marks via MOL?
Reference
MCO P1070.12K W/CH1, TABLE 4-3
- 066 02 007 Does the command ensure the effective date of reduction and date of rank are the same for Marines who are punitively reduced?
Reference
MCO P1400.32D W/CH2, PAR 7001.3
- 066 02 008 Is the command assigning reduction conduct and duty proficiency marks, via MOL, when a Marine is punitively reduced?
Reference
MCO P1070.12K W/CH1, TABLE 4-3
- 066 03 PROMOTION REPORTING PROCEDURES
- 066 03 001 Is the command aware that TTC 287-002 (REQ RECOMPUTE OF COMP SCORE) can only be ran for the current promotion quarter?
Reference
MCO P1400.32D W/CH2, PAR 2603; PRIUM, PAR 70608
- 066 03 002 Are procedures in place to ensure late training data is being entered into MOL and forwarded to the promotion section, and TTC 287 002 (REQ RECOMPUTE COMP SCORE) is being entered in MCTFS?
Reference
MCO P1400.32D W/CH2, PAR 2603; PRIUM, PAR 70608
- 066 03 003 Is the command aware that TTC 287-003 (REQ REMEDIAL SELECTION) can only be reported on unit diary for the current month?
Reference
MCO P1400.32D W/CH2, PAR 2600, 2603; PRIUM, PAR 70608
- 066 03 004 Is the command submitting remedial promotion requests to the Enlisted Promotion Section (CMC MMPR-2) when a Marine meets the required cutting score for any month prior to the current month?
Reference
MCO P1400.32D W/CH2, PAR 2600, 2603; PRIUM, PAR 70608

- 066 03 005 Is the unit reporting TTC 191 00 (NOT REC PROM) via MOL on or before the 15th of each month for Marines not being recommended for promotion, and is the required service record page 11 entry completed?
Reference
MCO P1400.32D W/CH2, PAR 2500.4; PRIUM, PAR 70607; MCO P1070.12K W/CH1, PAR 4006.3F
- 066 03 006 Is the unit reporting the appropriate promotion restriction entries via unit diary, and are the required service record page 11 entries being completed for all reportable occasions (including occasions when MCTFS automatically places the member in a promotion restriction status, i.e. weight control, NJP, DUI etc.)?
Reference
MCO P1400.32D W/CH2, PAR 1204; PRIUM, PAR 70702; MCO P1070.12K W/CH1, PAR 4006.3E
- 066 03 007 Is the unit reporting TTC 193 000 (WILL NOT PROMOTE) on Marines selected whom the Commanding Officer chooses not to promote prior to the automatic promotion process each month and is the required service record page 11 completed?
Reference
MCO P1400.32D W/CH2, PAR 2500.5; MCO P1070.12K W/CH1, PAR 4006.3F
- 066 03 008 Is the unit using the Commanding Officer's approval date as the effective date for administrative reductions? The date of rank is the previous date of rank of the rank to which reduced.
Reference
MCO P1400.32D W/CH2, PAR 6001.2 AND 6004; PRIUM, PAR 70507
- 066 03 009 Is the command ensuring all Lance Corporals complete the Leading Marines Distance Education Program (EPME 3000AA)(or authorized equivalent) prior to the 1st day of the month to which being promoted?
Reference
MARADMIN 181/09
- 066 03 010 Is the unit reporting delete as erroneous on the promotion entry (TTC 052-000) for all Sergeants who did not complete either the command sponsored Corporals Course or Corporals Course Distance Education Program (EPME 4000AA) (or authorized equivalent)? Is the command ensuring all Corporals complete the command-sponsored Corporals Course or Corporals Course Distance Education Program (EPME 4000AA) (or authorized equivalent) prior to the 1st day of the month to which being promoted? Effective as of 1 October 2013.
Reference
MARADMIN 314/12

066 03 011 Does the unit have written internal control procedures in place to ensure all promotion policies are being complied with and enforced correctly?
Reference
MCO P1400.32D W/CH2